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ABSTRACT

Focusing on courses in shorthand, this guide is one of a set of four articulation guides designed for articulating between secondary and postsecondary business education courses. (The other three guides focus on courses in typewriting, accounting, and office procedures.) Each guide presents a general course description, outlines of the major units and individual learning modules, and student profile sheets for record keeping. The unit outlines contain the unit objectives and the titles and codes of each learning module included. The outline of each learning module contains the module objective and the competencies to be obtained. In this guide, the following units of study are covered: principles of shorthand; dictation; and transcription. (BM)

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ED159453

Articulation in Business Education for Secondary and Postsecondary Levels

SHORTHAND ARTICULATION GUIDE

This articulation guide was developed with exemplory project funds furnished by the Division of Vocational, Technical, and Adult Education of the Arkansas State Department of Education.

1977

Developed for the State Department of Education, Vocational Division

by

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ARTICULATION - SHORTHAND

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INTRODUCTION TO ARTICULATION

In 1976 the National Advisory Council on Vocational Education recommended that states give priority consideration to the identification of procedures which would promote articulation between levels of vocational instruction. The Council defined articulation as the planned process within the education system which facilitates the transition of students between the secondary and post-secondary levels of instruction and which allows the student to move with continuity and without hindrance through levels of the education process.

In the spring of 1976 a decision was made to develop an articulation guide in the area of Business Education. After a meeting of influential business educators, it was decided that the articulation designers would consist of a representative group of secondary and post-secondary instructors. After a preliminary workshop and planning sessions these instructors spent the next year writing this articulation manual.

In utilizing this manual, one must keep in mind that the significance of articulation is to benefit the student. Effective articulation is therefore successful communication to the student and to subsequent institutions an assessment of what the student has learned. If this has been carried out effectively then unnecessary duplication has been omitted and the student is allowed to proceed to new material.

Business educators should not regard this material as a new method of teaching or material that will replace the text. It should be regarded as a process for articulating between secondary and post-secondary education and if used with flexibility can be very effective.

FOREWARD

Recognition is due to those individuals who contributed their time and talents to the development and writing of the Articulation Guide for Shorthand.

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SHORTHAND

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SHORTHAND

Introduction

This section of the articulation project is devoted to the competency-based shorthand curricula and is divided into three units: (1) Principles of Shorthand, (2) Dictation, and (3) Transcription. Each unit consists of modules. For each module, there is one or more competency. Under each competency, there is a specific behavioral objective which describes the performance the student must accomplish to attain the specified competency.

In Unit 3, to establish attainment of a competency, the student does not have to successfully complete five letters on the same day. For example, one letter may be successfully completed one day, two letters the next day, and two letters three days later. In other words, the instructor may decide what length of time "close succession" will be. For a student to achieve competencies in Modules 3.03.01 (English Applications), 3.03.02 (Typewriting Techniques), and 3.03.03 (Transcription Techniques), letters do not have to be acceptable. Reference books differ in a few instances; therefore, when references may be used, some competencies require 100 percent accuracy and others only 95 percent.

A Profile Sheet will be kept on the student's progress. As a competency is mastered, it will be recorded on the Profile Sheet either by the student, instructor, or both. This Profile Sheet may serve two purposes: (1) to articulate the transfer of a student from one school to another and (2) to indicate to a prospective employer the exact competencies the student has achieved.

Instructors may use individual techniques and methods to aid students in reaching these competencies. No attempt is made to establish standards to be used for grading purposes.

3.0 SHORTHAND

3.01 UNIT: PRINCIPLES OF SHORTHAND

UNIT OBJECTIVE:

Upon completion of this unit, the student will demonstrate the knowledge and skill to read and write the shorthand principles presented with the degree of accuracy specified in the competencies.

MODULES:

3.01.01 Alphabetic Characters

3.01.02 Theory Principles

3.01.03 Brief (Speed) Forms

3.01.04 Phrases

3.01.05 Reading

3.01 UNIT: PRINCIPLES OF SHORTHAND

3.01.01 MODULE: Alphabetic Characters

MODULE OBJECTIVE:

Upon completion of this module, the student will be able to write all alphabetic characters with the degree of accuracy as specified in the competency.

COMPETENCY:

3.01.01.01 To write alphabetic characters

SPECIFIC OBJECTIVE:
Given a list of all alphabetic characters, the student must be able to demonstrate knowledge of skill by writing the outlines with 100 percent accuracy in two minutes.

3.01 UNIT: PRINCIPLES OF SHORTHAND

3.01.02 MODULE: Theory Principles

MODULE OBJECTIVE:

Upon completion of this module, the student will be able to write correct outlines with the degree of accuracy as specified in the competency.

COMPETENCY:

3.01.02.01 To write shorthand outlines

SPECIFIC OBJECTIVE:
Given a 100-word list which includes all shorthand theory principles, the student must write the correct shorthand outlines with 85 percent accuracy in 30 minutes.

3.01 UNIT: PRINCIPLES OF SHORTHAND

3.01.03 MODULE: Brief (Speed) Forms

MODULE OBJECTIVE:

Upon completion of this module, the student will be able to write all brief (speed) forms with the degree of accuracy as specified in the competency

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COMPETENCY:

3.01.03.01 To write brief (speed) forms

SPECIFIC OBJECTIVE:
Given a list of all brief (speed) forms, the student must write all forms in shorthand dictated at the rate of one every five seconds with 95 percent accuracy.

3.01 UNIT: PRINCIPLES OF SHORTHAND

3.01.04 MODULE: Phrases

MODULE OBJECTIVE:

Upon completion of this module, the student will be able to write phrases with the degree of accuracy as specified in the competency.

COMPETENCY:

3.01.04.01 **To write phrases**

SPECIFIC OBJECTIVE:
Given a list of 50 frequently used phrases written in longhand, the student must write the shorthand outlines with 95 percent accuracy in five minutes.

3.01 UNIT: PRINCIPLES OF SHORTHAND

3.01.05 MODULE: Reading

MODULE OBJECTIVE:

Upon completion of study of principles, the student will be able to read shorthand plates with the degree of accuracy as specified in the competencies.

COMPETENCIES:

3.01.05.01 To read familiar shorthand plates

SPECIFIC OBJECTIVE:
Given familiar material, the student must read aloud from shorthand plates at a minimum of 100 words a minute for one minute.

3.01.05.02 To read unfamiliar shorthand plates

SPECIFIC OBJECTIVE:
Given unfamiliar material, the student must read aloud from shorthand plates at a minimum rate of 80 words a minute for one minute.

3.02 UNIT: DICTATION

UNIT OBJECTIVE:

Upon completion of this unit, the student will demonstrate the ability to take dictation using acceptable dictation techniques at a rate of speed determined by the instructor from both familiar and new, unpreviewed material, with the degree of accuracy as specified in the competencies.

MODULES:

3.02.01 Dictation Techniques

3.02.02 Familiar Material

3.02.03 New, Unpreviewed Material

3.02 UNIT: DICTATION

3.02.01 MODULE: Dictation Techniques

MODULE OBJECTIVE:

Upon completion of this module, the student will demonstrate acceptable dictation techniques as observed by instructor.

Given necessary materials, the student will demonstrate the following competencies during the course of study.

COMPETENCIES.

3.02.01.01 To use rubberband

SPECIFIC OBJECTIVE:
Given a rubberband and a shorthand notebook, the student will use the rubberband to separate old shorthand notes and unused pages in the notebook to the satisfaction of the instructor.

3.02.01.02 To date pages

SPECIFIC OBJECTIVE:
Given a pen and a shorthand notebook, the student will date pages of the notebook to the satisfaction of the instructor.

3.02.01.03 To use pen

SPECIFIC OBJECTIVE:
Given a pen and a shorthand notebook, the student will use a pen instead of a pencil in taking dictation to the satisfaction of the instructor.

3.02.01.04 To use vertical line

SPECIFIC OBJECTIVE:
Given a pen and a shorthand notebook, the student will use a vertical line to mark completed transcription to the satisfaction of the instructor.

3.02.01.05 To use columns in shorthand notebook

SPECIFIC OBJECTIVE:
Given a pen and a shorthand notebook, the student will write shorthand notes in only one column at a time to the satisfaction of the instructor.

3.02 UNIT: DICTATION

3.02.02 MODULE: Familiar Material

MODULE OBJECTIVE:

Upon completion of this module, the student will take dictation from familiar bookplate material and transcribe with the degree of accuracy as specified in the competencies

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Given necessary materials, the student will demonstrate the following competencies during the course of study.

COMPETENCIES:

3.02.02.01 To take dictation at 50 WPM for two minutes and transcribe

SPECIFIC OBJECTIVE:
Given average difficulty (1.4 Syllabic Intensity) dictation from familiar bookplate material at 50 WPM for two minutes, the student will write shorthand using acceptable dictation techniques and transcribe shorthand notes on the typewriter or in longhand word for word in straight copy form, at a minimum rate of 15 WPM with 95 percent accuracy. The student must pass a minimum of two takes at this speed to achieve this competency.

3.02.02.02 To take dictation at 60 WPM for two minutes and transcribe

SPECIFIC OBJECTIVE:
Given average difficulty (1.4 Syllabic Intensity) dictation from familiar bookplate material at 60 WPM for two minutes, the student will write shorthand using acceptable dictation techniques and transcribe shorthand notes on the typewriter or in longhand word for word in straight copy form, at a minimum rate of 15 WPM with 95 percent accuracy. The student must pass a minimum of two takes at this speed to achieve this competency.

3.02.02.03 To take dictation at 70 WPM for two minutes and transcribe

SPECIFIC OBJECTIVE:
Given average difficulty (1.4 Syllabic Intensity) dictation from familiar bookplate material at 70 WPM for two minutes, the student will write shorthand using acceptable dictation techniques and transcribe shorthand notes on the typewriter or in longhand word for word in straight copy form, at a minimum rate of 15 WPM with 95 percent accuracy. The student must pass a minimum of two takes at this speed to achieve this competency.

3.02.02.04 To take dictation at 70 WPM for three minutes and transcribe

SPECIFIC OBJECTIVE:
Given average difficulty (1.4 Syllabic Intensity) dictation from familiar bookplate material at 70 WPM for three minutes, the student will write shorthand using acceptable dictation techniques and transcribe shorthand notes on the typewriter or in longhand word for word in straight copy form, at a minimum rate of 15 WPM with 95 percent accuracy. The student must pass a minimum of two takes at this speed to achieve this competency.

3.02.02.05 To take dictation at 80 WPM for three minutes and transcribe

SPECIFIC OBJECTIVE:
Given average difficulty (1.4 Syllabic Intensity) dictation from familiar bookplate material at 80 WPM for three minutes, the student will write shorthand using acceptable dictation techniques and transcribe shorthand notes on the typewriter or in longhand word for word in straight copy form, at a minimum rate of 15 WPM with 95 percent accuracy. The student must pass a minimum of two takes at this speed to achieve this competency.

3.02.02.06 To take dictation at 90 WPM or above for three minutes and transcribe

SPECIFIC OBJECTIVE:
Given average difficulty (1.4 Syllabic Intensity) dictation from familiar bookplate material at 90 WPM or above for three minutes, the student will write shorthand using acceptable dictation techniques and transcribe shorthand notes on the typewriter or in longhand word for word in straight copy form, at a minimum rate of 15 WPM with 95 percent accuracy. The student must pass a minimum of two takes at this speed to achieve this competency.

3.02 UNIT: DICTATION

3.02.03 MODULE: New, Unpreviewed Material

MODULE OBJECTIVE:

Upon completion of this module, the student will take dictation from new, unpreviewed material and transcribe with the degree of accuracy as specified in the competencies.

Given necessary materials, the student will demonstrate the following competencies during the course of study.

COMPETENCIES:

3.02.03.01 To take dictation at 50 WPM for two minutes and transcribe

SPECIFIC OBJECTIVE:
Given average difficulty (1.4 Syllabic Intensity) dictation from new, unpreviewed material at 50 WPM for two minutes, the student will write shorthand using acceptable dictation techniques and transcribe shorthand notes on the typewriter or in longhand word for word in straight copy form, at a minimum rate of 15 WPM with 95 percent accuracy. The student must pass a minimum of two takes at this speed to achieve this competency.

3.02.03.02 To take dictation at 60 WPM for two minutes and transcribe

SPECIFIC OBJECTIVE:
Given average difficulty (1.4 Syllabic Intensity) dictation from new, unpreviewed material at 60 WPM for two minutes, the student will write shorthand using acceptable dictation techniques and transcribe shorthand notes on the typewriter or in longhand word for word in straight copy form, at a minimum rate of 15 WPM with 95 percent accuracy. The student must pass a minimum of two takes at this speed to achieve this competency.

3.02.03.03 To take dictation at 70 WPM for two minutes and transcribe

SPECIFIC OBJECTIVE:
Given average difficulty (1.4 Syllabic Intensity) dictation from new, unpreviewed material at 70 WPM for two minutes, the student will write shorthand using acceptable dictation techniques and transcribe shorthand notes on the typewriter or in longhand word for word in straight copy form, at a minimum rate of 15 WPM with 95 percent accuracy. The student must pass a minimum of two takes at this speed to achieve this competency.

3.02.03.04 To take dictation at 70 WPM for three minutes and transcribe

SPECIFIC OBJECTIVE:
Given average difficulty (1.4 Syllabic Intensity) dictation from new, unpreviewed material at 70 WPM for three minutes, the student will write shorthand using acceptable dictation techniques and transcribe shorthand notes on the typewriter or in longhand word for word in straight copy form, at a minimum rate of 15 WPM with 95 percent accuracy. The student must pass a minimum of two takes at this speed to achieve this competency.

3.02.03.05 To take dictation at 80 WPM for three minutes and transcribe

SPECIFIC OBJECTIVE:
Given average difficulty (1.4 Syllabic Intensity) dictation from new, unpreviewed material at 80 WPM for three minutes, the student will write shorthand using acceptable dictation techniques and transcribe shorthand notes on the typewriter or in longhand word for word in straight copy form, at a minimum rate of 15 WPM with 95 percent accuracy. The student must pass a minimum of two takes at this speed to achieve this competency.

3.02.03.06 To take dictation at 90 WPM or above for three minutes and transcribe

SPECIFIC OBJECTIVE:
Given average difficulty (1.4 Syllabic Intensity) dictation from new, unpreviewed material at 90 WPM or above for three minutes, the student will write shorthand using acceptable dictation techniques and transcribe shorthand notes on the typewriter or in longhand word for word in straight copy form, at a minimum rate of 15 WPM with 95 percent accuracy. The student must pass a minimum of two takes at this speed to achieve this competency.

3.03 UNIT: TRANSCRIPTION

UNIT OBJECTIVE:

Upon completion of this unit, the student will demonstrate the ability to typewrite dictated material into acceptable transcript form from familiar dictation, unpreviewed dictation, and office-style dictation at a rate of speed determined by the instructor with the degree of accuracy as specified in the competencies.

MODULES:

3.03.01 English Applications

3.03.02 Typewriting Techniques

3.03.03 Transcription Techniques

3.03.04 Transcription Production

3.03 UNIT: TRANSCRIPTION

3.03.01 MODULE: English Applications

MODULE OBJECTIVE:

Upon completion of this module, the student will demonstrate the application of correct English in the transcription of both new and familiar dictated material with the degree of accuracy as specified in the competencies.

Given the necessary materials, the student will demonstrate the following competencies during the course of study.

COMPETENCIES:

3.03.01.01 To correctly spell words used in dictation and transcription

SPECIFIC OBJECTIVE:
Given dictated average-length business letters (approximately 150 words each) of average difficulty (1.4 Syllabic Intensity), the student will typewrite copy that is 100 percent correct in all spelling, either from memory or through the use of a reference. This knowledge will be evidenced through the successful completion of a minimum of five transcripts in close succession.

3.03.01.02 To divide words at the acceptable place within the word

SPECIFIC OBJECTIVE:
Given dictated average-length business letters (approximately 150 words each) of average difficulty (1.4 Syllabic Intensity) with a minimum of three words to be divided in each letter, the student will typewrite copy using correct division principles with 100 percent accuracy, either from memory or through the use of a reference. This knowledge will be evidenced through the successful completion of a minimum of five transcripts in close succession.

3.03.01.03 To use correct grammar in transcription

SPECIFIC OBJECTIVE:
Given dictated average-length business letters (approximately 150 words each) of average difficulty (1.4 Syllabic Intensity), the student will typewrite the material using correct grammar with 100 percent accuracy, either from memory or through the use of a reference. This knowledge will be evidenced through the successful completion of a minimum of five transcripts in close succession.

3.03.01.04 To correctly use capital letters

SPECIFIC OBJECTIVE:
Given dictated average-length business letters (approximately 150 words each) of average difficulty (1.4 Syllabic Intensity), the student will correctly capitalize the appropriate letters, words, etc., with 95 percent accuracy, either from memory or through the use of a reference. This knowledge will be evidenced through the successful completion of a minimum of five transcripts in close succession.

3.03.01.05 To correctly punctuate sentences with correct spacing

SPECIFIC OBJECTIVE:
Given dictated average-length business letters (approximately 150 words each) of average difficulty (1.4 Syllabic Intensity), the student will typewrite the material using appropriate punctuation and spacing for each letter with 95 percent accuracy, either from memory or through the use of a reference. This knowledge will be evidenced through the successful completion of a minimum of five transcripts in close succession.

3.03.01.06 To use numbers, money amounts, and times correctly

SPECIFIC OBJECTIVE:
Given dictated average-length business letters (approximately 150 words each) of average difficulty (1.4 Syllabic Intensity), the student will demonstrate the ability to correctly use numbers, money amounts, and times of day in transcription with 95 percent accuracy, either from memory or through the use of a reference. This knowledge will be evidenced through the successful completion of a minimum of five transcripts in close succession.

3.03.01.07 To typewrite correct abbreviations.

SPECIFIC OBJECTIVE:
Given dictated average-length business letters (approximately 150 words each) of average difficulty (1.4 Syllabic Intensity), the student will typewrite the material using correct abbreviations for those parts which could be abbreviated with 100 percent accuracy, either from memory or through the use of a reference. This knowledge will be evidenced through the successful completion of a minimum of five transcripts in close succession.

3.03.01.08 To select the correct word to be inserted into a sentence for an omitted word

SPECIFIC OBJECTIVE:
Given dictated average-length business letters (approximately 150 words each) of average difficulty (1.4 Syllabic Intensity), the student will demonstrate correct word usage by inserting appropriate words which do not change the meaning, tone, or intent of the letter for any words omitted in the dictation with 100 percent accuracy, either from memory or through the use of a reference. This knowledge will be evidenced through the successful completion of a minimum of five transcripts in close succession.

3.03 UNIT: TRANSCRIPTION

3.03.02 MODULE: Typewriting Techniques

MODULE OBJECTIVE:

Upon completion of this module, the student will demonstrate correct typewriting techniques in the transcription of both new and familiar dictated material with the degree of accuracy as specified in the competencies.

Given the necessary materials, the student will demonstrate the following competencies during the course of study.

COMPETENCIES:

3.03.02.01 To type letters with no detectable strikeovers

SPECIFIC OBJECTIVE:
Given dictated average-length business letters (approximately 150 words each) of average difficulty (1.4 Syllabic Intensity), the student will strike over for correction only those letters which cannot be detected. This knowledge will be evidenced through the successful completion of a minimum of five transcripts in close succession.

3.03.02.02 To demonstrate the ability to typewrite with no characters, words, or lines of material transposed

SPECIFIC OBJECTIVE:
Given dictated average-length business letters (approximately 150 words each) of average difficulty (1.4 Syllabic Intensity), the student will typewrite the material with 100 percent accuracy having no characters, words, or lines of the material transposed. This knowledge will be evidenced through the successful completion of a minimum of five transcripts in close succession.

3.03.02.03 To demonstrate the ability to typewrite capital letters that are not above or below the line of typewriting

SPECIFIC OBJECTIVE:
Given dictated average-length business letters (approximately 150 words each) of average difficulty (1.4 Syllabic Intensity), the student will typewrite the material having no capital letters raised or lowered below the normal line of typewriting. This knowledge will be evidenced through the successful completion of a minimum of five transcripts in close succession.

3.03.02.04 To correct typographical errors neatly

SPECIFIC OBJECTIVE:
Given dictated average-length business letters (approximately 150 words each) of average difficulty (1.4 Syllabic Intensity), the student will correct any typographical errors made in such a way that the correction cannot be detected. This knowledge will be evidenced through the successful completion of a minimum of five transcripts in close succession.

3.03.02.05 To typewrite acceptable transcripts with no noticeable fingerprints or smudges

SPECIFIC OBJECTIVE:
Given dictated average-length business letters (approximately 150 words each) of average difficulty (1.4 Syllabic Intensity), the student will typewrite copy which has no noticeable fingerprints or smudges. This knowledge will be evidenced through the successful completion of a minimum of five transcripts in close succession.

3.03 UNIT: TRANSCRIPTION

3.03.03 MODULE: Transcription Techniques

MODULE OBJECTIVE:

Upon completion of this module, the student will typewrite acceptable transcripts of both new and familiar dictated material with the degree of accuracy as specified in the competencies.

Given the necessary materials, the student will demonstrate the following competencies during the course of study.

COMPETENCIES:

3.03.03.01 To demonstrate the ability to typewrite accurately without omitting or repeating a word or line to affect meaning

SPECIFIC OBJECTIVE:
Given dictated average-length business letters (approximately 150 words each) of average difficulty (1.4 Syllabic Intensity), the student will typewrite the material without omitting or repeating a word or line which will affect the meaning of dictated material. This knowledge will be evidenced through the successful completion of a minimum of five transcripts in close succession.

3.03.03.02 To use correct paragraphing

SPECIFIC OBJECTIVE:
Given dictated average-length business letters (approximately 150 words each) of average difficulty (1.4 Syllabic Intensity), the student will divide each letter into meaningful paragraphs. This knowledge will be evidenced through the successful completion of a minimum of five transcripts in close succession.

3.03.03.03 To demonstrate the ability to date material accurately

SPECIFIC OBJECTIVE:
Given dictated average-length business letters (approximately 150 words each) of average difficulty (1.4 Syllabic Intensity), the student will date the material with 100 percent accuracy on the date on which it was typed. This knowledge will be evidenced through the successful completion of a minimum of five transcripts in close succession.

3.03.03.04 To use the correct parts of a letter in the proper order as the letter necessitates them

SPECIFIC OBJECTIVE:
Given dictated average-length business letters (approximately 150 words each) of average difficulty (1.4 Syllabic Intensity), the student will typewrite various parts of the business letter--dateline, special mailing notations, inside address, 2-letter state abbreviations, ZIP Code, attention line, salutation, subject line, complimentary closing, initials, enclosure notation, carbon copy notation, postscript, blind carbon copy notation, and page 2 heading--in the proper order as necessitated by the dictated letter with 100 percent accuracy, either from memory or through the use of a reference. This knowledge will be evidenced through the successful completion of a minimum of five transcripts in close succession.

3.03 UNIT: TRANSCRIPTION

3.03.04 MODULE: Transcription Production

MODULE OBJECTIVE:

Upon completion of this module, the student will produce acceptable transcripts (defined in the competencies of Modules 3.03.01, 3.03.02, and 3.03.03) in the transcription of familiar, new unpreviewed, and office-style dictation within a designated time limit and with the degree of accuracy as specified in the following competencies.

Given the necessary materials, the student will demonstrate the following competencies during the course of study.

COMPETENCIES:

3.03.04.01 To typewrite acceptable transcripts at a rate of 10-14 words a minute from dictated familiar material

SPECIFIC OBJECTIVE:
Given dictated familiar average-length business letters (approximately 150 words each) of average difficulty (1.4 Syllabic Intensity), the student will typewrite acceptable transcript at the rate of 10-14 words a minute. This knowledge will be evidenced through the successful completion of a minimum of five transcripts in close succession.

3.03.04.02 To typewrite acceptable transcripts at a rate of 15 or more words a minute from dictated familiar material

SPECIFIC OBJECTIVE:
Given dictated familiar average-length business letters (approximately 150 words each) of average difficulty (1.4 Syllabic Intensity), the student will typewrite acceptable transcript at the rate of 15 or more words a minute. This knowledge will be evidenced through the successful completion of a minimum of five transcripts in close succession.

3.03.04.03 To typewrite acceptable transcripts at a rate of 10-14 words a minute from dictated, new, unpreviewed material

SPECIFIC OBJECTIVE:
Given dictated, new, unpreviewed average-length business letters (approximately 150 words each) of average difficulty (1.4 Syllabic Intensity), the student will typewrite acceptable transcript at a rate of 10-14 words a minute. This knowledge will be evidenced through the successful completion of a minimum of five transcripts in close succession.

3.03.04.04 To typewrite acceptable transcripts at a rate of 15 or more words a minute from dictated, new, unpreviewed material

SPECIFIC OBJECTIVE:
Given dictated, new, unpreviewed average-length business letters (approximately 150 words each) of average difficulty (1.4 Syllabic Intensity), the student will typewrite acceptable transcript at a rate of 15 or more words a minute. This knowledge will be evidenced through the successful completion of a minimum of five transcripts in close succession.

3.03.04.05 To typewrite acceptable transcripts at a rate of 10-14 words a minute from office-style dictation

SPECIFIC OBJECTIVE:
Given dictated office-style, average-length business letters (approximately 150 words each) of average difficulty (1.4 Syllabic Intensity), the student will typewrite acceptable transcript at a rate of 10-14 words a minute. This knowledge will be evidenced through the successful completion of a minimum of five transcripts in close succession.

3.03.04.06 To typewrite acceptable transcripts at a rate of 15 or more words a minute from office-style dictation.

SPECIFIC OBJECTIVE:
Given dictated office-style, average-length business letters (approximately 150 words each) of average difficulty (1.4 Syllabic Intensity), the student will typewrite acceptable transcript at a rate of 15 or more words a minute. This knowledge will be evidenced through the successful completion of a minimum of five transcripts in close succession.

STUDENT PROFILE - - SHORTHAND

STUDENT'S NAME _____ BIRTH DATE _____ S.S. # _____
last first middle

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

SCHOOL _____ ADDRESS _____ DISTRICT _____ COUNTY _____

CITY _____ STATE _____ ZIP CODE _____

UNIT: 3.01 PRINCIPLES OF SHORTHAND

MODULE: 3.01.01; 3.01.02; 3.01.03; 3.01.04; 3.01.05

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COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
3.01.01.01	To write alphabetic characters				
3.01.02.01	To write shorthand outlines				
3.01.03.01	To write brief (speed) forms				
3.01.04.01	To write phrases				
3.01.05.01	To read familiar shorthand plates				
3.01.05.02	To read unfamiliar shorthand plates				

STUDENT PROFILE - - SHORTHAND

STUDENT'S NAME_____ BIRTH DATE_____ S.S. #_____
last first middle

ADDRESS_____ CITY_____ STATE_____ ZIP CODE_____

SCHOOL_____ ADDRESS_____ DISTRICT_____ COUNTY_____

CITY_____ STATE_____ ZIP CODE_____

UNIT: 3.02 DICTATION

MODULE: 3.02.01 Dictation Techniques

COMPETENCY NUMBER	COMPETENCY TITLE	DATE	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS	COMPETENCY LEVEL
3.02.01.01	To use rubberband				
3.02.01.02	To date pages				
3.02.01.03	To use pen				
3.02.01.04	To use vertical line				
3.02.01.05	To use columns in shorthand notebook				

STUDENT PROFILE - - SHORTHAND

STUDENT'S NAME _____ BIRTH DATE _____ S.S. # _____
last first middle

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

SCHOOL _____ ADDRESS _____ DISTRICT _____ COUNTY _____

UNIT: 3.02 DICTATION

MODULE: 3.02.02 Familiar Material

COMPETENCY NUMBER	COMPETENCY	DATE	COMPETENCY PROFICIENCY		STUDENT-INSTRUCTOR INITIALS	
			TRANS. RATE	ACCURACY		
3.02.02.01	To take dictation at 50 WPM for two minutes and transcribe					
3.02.02.02	To take dictation at 60 WPM for two minutes and transcribe					
3.02.02.03	To take dictation at 70 WPM for two minutes and transcribe					
3.02.02.04	To take dictation at 70 WPM for three minutes and transcribe					
3.02.02.05	To take dictation at 80 WPM for three minutes and transcribe					
3.02.02.06	To take dictation at 90 WPM or above for three minutes and transcribe					

STUDENT PROFILE - - SHORTHAND

STUDENT'S NAME _____ BIRTH DATE _____ S.S. # _____
last first middle

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UNIT: 3.02 DICTATION

MODULE: 3.02.03 New, Unpreviewed Material

COMPETENCY NUMBER	COMPETENCY	DATE	COMPETENCY PROFICIENCY		STUDENT-INSTRUCTOR INITIALS	
			TRANS. RATE	ACCURACY		
3.02.03.01	To take dictation at 50 WPM for two minutes and transcribe					
3.02.03.02	To take dictation at 60 WPM for two minutes and transcribe					
3.02.03.03	To take dictation at 70 WPM for two minutes and transcribe					
3.02.03.04	To take dictation at 70 WPM for three minutes and transcribe					
3.02.03.05	To take dictation at 80 WPM for three minutes and transcribe					
3.02.03.06	To take dictation at 90 WPM or above for three minutes and transcribe					

STUDENT PROFILE - - SHORTHAND

STUDENT'S NAME _____ BIRTH DATE _____ S.S. # _____
last first middle

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SCHOOL _____ ADDRESS _____ DISTRICT _____ COUNTY _____

UNIT: 3.03 TRANSCRIPTION

MODULE: 3.03.01 English Applications

COMPETENCY NUMBER	COMPETENCY TITLE	DATES					STUDENT'S INITIALS	INSTRUCTOR'S INITIALS
3.03.01.01	To correctly spell words used in dictation and transcription							
3.03.01.02	To divide words at the acceptable place within the word							
3.03.01.03	To use correct grammar in transcription							
3.03.01.04	To correctly use capital letters							
3.03.01.05	To correctly punctuate sentences with correct spacing							
3.03.01.06	To use numbers, money amounts, and times correctly							
3.03.01.07	To typewrite correct abbreviations							
3.03.01.08	To select the correct word to be inserted into a sentence for an omitted word							

STUDENT PROFILE - - SHORTHAND

STUDENT'S NAME _____ BIRTH DATE _____ S.S. # _____
last first middle

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UNIT: 3.03 TRANSCRIPTION

MODULE: 3.03.02 Typewriting Techniques

COMPETENCY NUMBER	COMPETENCY TITLE	DATES					STUDENT'S INITIALS	INSTRUCTOR'S INITIALS
3.03.02.01	To type letters with no detectable strikeovers							
3.03.02.02	To demonstrate the ability to typewrite with no characters, words, or lines of material transposed							
3.03.02.03	To demonstrate the ability to typewrite capital letters that are not above or below the line of typewriting							
3.03.02.04	To correct typographical errors neatly							
3.03.02.05	To typewrite acceptable transcripts with no noticeable fingerprints or smudges							

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STUDENT PROFILE - - SHORTHAND

STUDENT'S NAME_____ BIRTH DATE_____ S.S. #_____
last first middle

ADDRESS_____ CITY_____ STATE_____ ZIP CODE_____

SCHOOL_____ ADDRESS_____ DISTRICT_____ COUNTY_____

UNIT: 3.03 TRANSCRIPTION

MODULE: 3.03.03 Transcription Techniques

COMPETENCY NUMBER	COMPETENCY TITLE	DATES					STUDENT'S INITIALS	INSTRUCTOR'S INITIALS
3.03.03.01	To demonstrate the ability to typewrite accurately without omitting or repeating a word or line to affect meaning							
3.03.03.02	To use correct paragraphing							
3.03.03.03	To demonstrate the ability to date material accurately							
3.03.03.04	To use the correct parts of a letter in the proper order as the letter necessitates them							

STUDENT PROFILE - - SHORTHAND

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last first middle

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SCHOOL _____ ADDRESS _____ DISTRICT _____ COUNTY _____

UNIT: 3.03 TRANSCRIPTION

MODULE: 3.03.04 Transcription Production

COMPETENCY NUMBER	COMPETENCY TITLE	COMPETENCY PROFICIENCY TRANSCRIPT	STUDENT'S INITIALS	INSTRUCTOR'S INITIALS
3.03.04.01	To typewrite acceptable transcripts at a rate of 10-14 words a minute from dictated familiar material			
3.03.04.02	To typewrite acceptable transcripts at a rate of 15 or more words a minute from dictated familiar material			
3.03.04.03	To typewrite acceptable transcripts at a rate of 10-14 words a minute from dictated, new, unpreviewed material			
3.03.04.04	To typewrite acceptable transcripts at a rate of 15 or more words a minute from dictated, new, unpreviewed material			
3.03.04.05	To typewrite acceptable transcripts at a rate of 10-14 words a minute from office-style dictation			
3.03.04.06	To typewrite acceptable transcripts at a rate of 15 or more words a minute from office-style dictation			

NOTE: D-Rate means rate at which material was dictated.
T-Rate means rate at which material was transcribed.